

AR12 - RECORD COLLECTION – BILLED AR (BANK DEPOSIT)

Source Document: Customer Check or Money Order
 Departments Invoice for Billed AR
 Departments Payment Batch Header

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

This training describes the recommended procedures for recording collections of billed Accounts Receivable (AR). Collections for items previously billed are recorded in the AR module. The AR Payment Processor will record and apply payments received from customers. These payments are applied to invoices using the Worksheet process. However, for payments in full, the Payment Predictor can be used as an option; in which case, the system will automatically create and finalize the worksheet.

In this training, the AR Payment Processor will use Payment Predictor to apply a payment in full; and use worksheet to apply a partial payment.

Refer to the eLearning course list for AR training on other receipt collections such as unbilled receipts and direct transfers.

Departments will use their existing business processes to deposit receipts to their bank prior to posting in FI\$Cal.

The **Source Documents** for applying payments for billed AR bank deposits are:

1. Departments Payment Batch Header
2. Customer check or money order and the departments invoice for billed AR




AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

The Department of Finance prepares a **Payment Batch Header** report to document details of the customer payments that will be posted in FI\$Cal. An example of the Payment Batch Header shown below shows two billed receipts: \$200 that will be applied using Payment Predictor and \$300,000 that will be applied using the Worksheet Application.

NOTE: Payment Predictor applies payments against receivables based on configured rules and reference information associated with the payment and generally may be used when a payment amount matches the AR amount. Worksheets are used to apply full or partial payments towards all AR's.

DEPARTMENT OF FINANCE PAYMENT BATCH HEADER														
						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DEPOSIT ID #</td> <td style="text-align: right;">486</td> </tr> <tr> <td>BATCH TOTAL</td> <td style="text-align: right;">300,200.00</td> </tr> <tr> <td>BATCH COUNT</td> <td style="text-align: right;">2</td> </tr> <tr> <td>FM</td> <td style="text-align: right;">Apr-10</td> </tr> </table>	DEPOSIT ID #	486	BATCH TOTAL	300,200.00	BATCH COUNT	2	FM	Apr-10
DEPOSIT ID #	486													
BATCH TOTAL	300,200.00													
BATCH COUNT	2													
FM	Apr-10													
Pmt #	AMOUNT	TYPE	Inv No.	PAYMENT PREDICTOR ?	FY	REPORTING UNIT								
1	200.00	REVENUE CALSTARS TRAINING INV #CS-XXXX	CS-8267	<input checked="" type="checkbox"/>		(Per AR Set-Up Coding to account 4172500 misc revenue)								
2	300,000.00	REIMBURSEMENT INV #	CALS201508	<input type="checkbox"/>		(Per AR Set-Up Coding for reimbursement accounts: 4810, 4820, 4830, 4840, 4850)								
300,200.00														
300,200.00 Total Deposit														
AR Payment Processor Notes: BANK ACCT 244 (Use Department's account outside the CTS) Set up on Payment Tab: Check, Check, GEN CASH														
Validation after posting and AR module has been batch processed: AR > Payments > Review Payments > Incomplete Payments Note: any incomplete item listed must be researched and resolved in the AR Module														
Bank Deposit Slip # 1244000300 Bank Deposit Date 4/12/2016 Remittance Number Remittance Date						<div style="border: 1px solid blue; padding: 5px; width: fit-content; margin: auto;"> Useful information such as bank deposit slip number and date are included on this form. </div>								
AR Payment Processor _____ DATE _____														
AR Payment Approver _____ DATE _____														
Remittance Processor _____ DATE _____														

Below are examples of source documents such as a customer check and departments invoice for billed accounts receivable.


STATE OF CALIFORNIA		WARRANT NUMBER					
		06-648962					
THE TREASURER OF THE STATE WILL PAY OUT OF THE		FUND NO.	FUND NAME				
		0001	GENERAL FUND				
IDENTIFICATION NO. XXXXXMT	M.O. DAY YR.	90-1342/1211					
	3100 04 02 2016	6648962					
TO: 644067							
--- DEPT OF FINANCE							
		<table border="1"> <thead> <tr> <th>DOLLARS</th> <th>CENTS</th> </tr> </thead> <tbody> <tr> <td>*****200</td> <td>00</td> </tr> </tbody> </table>		DOLLARS	CENTS	*****200	00
DOLLARS	CENTS						
*****200	00						
		 BETTY T. YEE CALIFORNIA STATE CONTROLLER					
							
							
INVOICE							
Bill To:							
Department of Parks, Recreation PO BOX 942896 SACRAMENTO, CA 94296		Date: 03/08/2016 Invoice No.: CS-8267					
An employee enrolled to attend a Department of Finance CALSTARS training class but does not cancel less than five (5) calendar days prior to the class will be billed at the rate of \$100 a day for each day of class missed.							
Department of Air Quality PO Box 4321 Anytown, CA 94321							
AMOUNT DUE: \$200							
Remit to:							
Department of Finance Business Services 915 L Street Sacramento, CA 95814							
Please enclose a copy of this invoice or reference Invoice No. CS 8267 on your check.							
Thank you,							
Department of Finance CALSTARS Unit							

The **AR Payment Processor** will create the deposit entry in the AR Module. Steps are:

- 1 - Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 - Click Add

1


Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit




Regular Deposit

Find an Existing Value Add a New Value

2

Deposit Unit: 8860 


Deposit ID: NEXT 

3

Add

The **AR Payment Processor** will post the following fields on the **Totals** tab:


- 1 - Enter Accounting Date (Bank deposit date)
- 2 - Enter "STATE" for Bank Code
- 3 - Enter your agency Centralized State Treasury (CTS) Bank Account
- 4 - Enter "R" for Regular Deposit
- 5 - Enter the STO Report of Deposit number for Bank Deposit Number
- 6 - Enter "USD" for Control Currency


Favorites ▾
Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit


Totals
Payments


Unit: 8860 Deposit ID: NEXT

Delete Deposit


1 Accounting Date: 

2 *Bank Code:  State Bank

3 *Bank Account:  244


4 *Deposit Type:  Regular

5 Bank Deposit Number:

6 Control Currency: 

Format Currency:

Rate Type:

Exchange Rate: 

Identifier:

The **AR Payment Processor** will continue to update the **Controls Total** section of the Totals tab:

- 7** - Enter the **Control Total Amount** (should tie to the Report of Collection Batch Total)
- 8** - Enter **Count**
- 9** - Click on the **Payments** tab at the top

Totals

Payments **9**

Control Totals			
7	Control Total Amount:	300,200.00	8 *Count: 2
	Entered Total Amount:	0.00	Count: 1
	Difference Amount:	300,200.00	Count: 1
	Posted Total Amount:	0.00	Count: 0
	Journalled Total Amount:	0.00	Count: 0

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

For the first payment of the deposit, the **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Payment Predictor box (recall from slide 3 that the first payment is using payment predictor)
- 4 - Select "Check" for Payment Method
- 5 - Under the Additional Payment Information, select "Check" for Payment Method and "Gen Cash" for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box

Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

FI\$Cal

Totals | **Payments**

Unit: 8860 Deposit ID: NEXT Date: 04/12/2016 Balance: Not Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq:	1	1 *Payment ID:	AR-REVENUE	*Accounting Date:	04/12/2016
Amount:	200.00	Currency:	USD		
Rate Type:	CRRNT	Exchange Rate:	1.00000000		
	<input checked="" type="checkbox"/> Payment Predictor	<input type="checkbox"/> Journal Directly		<input type="checkbox"/> Range of References	
Payment Method:	Check	Attachments (0)			

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method:	Check	Reference Number:		<input type="checkbox"/> Received by SCO
Cash Type:	Gen Cash	City Code:		
Check Date:		County Code:		
Description:		Tax Amount:		
Notes				

6

NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process .

Use the scroll bar to scroll down to the Reference Information:

- 1 - Enter "I" in the Qual Code field
- 2 - Click the Look Up tool next to the Reference field.
- 3 - Enter the AR in in Item ID field
- 4 - Select "Look Up"
- 5 - Select the item found in the Search Results
- 6 - Save

No further action from the AR Payment Approver is required when Payment Predictor is selected. If the Payment Predictor checkbox is selected, and the receipt has the same amount as the AR and references the Item ID, then batch processes will automatically apply the payment to the AR.

Look Up Reference

Item ID: begins with CS-8267 **3**

Business Unit: begins with

Customer ID: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date
CS-8267	0	8860	DEPT379000	200	03/08/2016

Detail References


Reference Information

1 Qual Code Reference 2 To Reference Event

1 I

6 Save Notify Refresh

Using the scroll bar, scroll back to the top of the page:

- 1 - Select the  to add the second payment
- 2 - Enter Payment ID
- 3 - Enter Amount
- 4 - DO NOT CLICK on Payment Predictor or Journal Directly boxes, this payment will use the Payment Worksheet
- 5 - Select "Check" for Payment Method
- 6 - Under the Additional Payment Information, select "Check" for Payment Method and Gen Cash for Cash Type
- 7 - Optional – document notes or relevant information in the Notes box




[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

FI\$Cal

[Totals](#) | [Payments](#)

Unit: 8860 Deposit ID: NEXT Date: 04/12/2016 Balance: Not Balanced


Payment Information [Find](#) | [View All](#) First 2 of 2 Last

Payment Seq: 2 2 *Payment ID: AR-REIMBURSE *Accounting Date: 04/12/2016  1  


Amount: 300000.00 Currency: USD


Rate Type: CRRNT Exchange Rate: 1.00000000


☐ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: 5 Check  Attachments (0)

Additional Payment Information [Find](#) | [View All](#) First 1 of 1 Last

Payment Method: 6 Check  Reference Number: ☐ Received by SCO

Cash Type: Gen Cash  City Code:

Check Date:  County Code:

Description: Tax Amount:

Notes

7

NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process .

Use the scroll bar to scroll down to the Reference Information:

- 1 - Enter "I" in the Qual Code field
- 2 - Click the Look Up tool next to the Reference field.
- 3 - Enter the AR in in Item ID field
- 4 - Select "Look Up"
- 5 - Select the item found in the Search Results
- 6 - Select Save

The screenshot displays the AR12 Record Collection interface. The main window has a 'Detail References' section with a 'Reference Information' tab. Below this tab is a table with columns: Qual Code, Reference, To Reference, and Event. The 'Qual Code' field contains '1'. The 'Reference' field is empty and has a magnifying glass icon next to it. The 'To Reference' field is also empty and has a magnifying glass icon next to it. The 'Event' field is empty and has a magnifying glass icon next to it. At the bottom of the window are three buttons: 'Save', 'Notify', and 'Refresh'.

A 'Look Up Reference' dialog box is open on the right side of the screen. It has a title bar with a close button. Inside the dialog, there are three input fields: 'Item ID:', 'Business Unit:', and 'Customer ID:'. Each field has a dropdown menu with 'begins with' selected. The 'Item ID' field contains 'CALS'. The 'Business Unit' field is empty. The 'Customer ID' field is empty. There are three buttons: 'Look Up', 'Clear', and 'Cancel'. Below these buttons is a 'Search Results' section. It shows 'View 100' and 'First 1 of 1 Last'. Below this is a table with columns: Item ID, Item Line Unit, Customer ID, Item Balance, and Accounting Date. The table contains one row: 'CALS201508 0', '8860', 'DEPT750200', '324449.92', and '04/05/2016'.

A blue arrow points from the 'Look Up' button in the 'Look Up Reference' dialog box to the magnifying glass icon next to the 'Reference' field in the 'Reference Information' section.


AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

Using the scroll bar, scroll back to the top of the page:

- 1 - After clicking Save, the NEXT functionality of FI\$Cal will assign a unique Deposit ID.
- 2 - The deposit will show “Balanced” when the payments match the control totals

Favorites ▾

Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit



Totals

Payments

Unit: 8860

Deposit ID: **1** 486

Date: 04/12/2016

Balance: **2** Balanced

Payment Information

Find | View All

First 2 of 2 Last

Payment Seq: 2

*Payment ID: AR-REIMBURSE

*Accounting Date: 04/12/2016

Amount: 300000.00

Currency: USD

Exchange Rate: 1.00000000

Rate Type: CRRNT

☐ Payment Predictor

☐ Journal Directly

☐ Range of References

Payment Method: Check

Attachments (0)

Additional Payment Information

Find | View All

First 1 of 1 Last

Payment Method: Check

Reference Number:

☐ Received by SCO

Cash Type: Gen Cash

City Code:

Check Date:

County Code:

Description:

Tax Amount:

Notes

The final step for the **AR Payment Processor** will be to create a worksheet for payment number 2 of \$300,000.00:

- 1 - Navigate to Accounts Receivable>Payments>Apply Payments>Create Worksheet
- 2 - Enter Deposit Unit
- 3 - Enter Deposit ID
- 4 - Select Search and click on the payment sequence associated with the partial payment

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

FI\$Cal

Create Payment Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an existing payment](#)

▼ Search Criteria

Deposit Unit:	=	▼	8860	🔍	2
Deposit ID:	begins with	▼	486	🔍	3
Payment Sequence:	=	▼			
Payment ID:	begins with	▼		🔍	
Payment Status:	=	▼		▼	
User ID:	begins with	▼			
Assigned Operator ID:	begins with	▼		🔍	
Payment Predictor Method:	begins with	▼		🔍	
Accounting Date:	=	▼		📅	

☐ Case Sensitive

4

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

In the Payment Worksheet Selection, scroll down to Worksheet Action:

- 1 - Confirm the Item Reference matches the billed AR that you wish to apply the payment towards
- 2 - Select Build

Payment Worksheet Selection

Deposit Unit: 8860 Payment ID: AR-REIMBURSEMEN ☐ Payment Predictor
 Deposit ID: 486 Payment Amount: 300,000.00 USD
 Deposit Status: None Applied Payment Status: Identified

Reference Criteria

Reference Criteria:

Specific Value ▼

Restrict to:

All Customers ▼

Match Rule:

Exact Match ▼

[Detail Reference](#)

[Item Status](#)

1

Item Reference

Personalize | Find | View All | First 1 of 1 Last

Qual Code	Reference	To Reference	Event		
<input type="text"/>	<input type="text" value="CALS201508"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Item Inclusion Options

☒ All Items

☐ Deduction Items Only

☐ Items in Dispute Only

☐ Exclude Deduction Items

☐ Exclude Collection Items

☐ Exclude Dispute Items

Worksheet Action

2

Build

Clear

Created at:

Items:

0

[Worksheet Selection](#)

[Worksheet Application](#)

[Worksheet Action](#)

In the Payment Worksheet Application:

- 1 - Confirm that the “Sel” box is checked for the AR you are building the worksheet for (your department may have multiple AR’s per customer)
- 2 - The Pay Amt shows the total balance of the AR, change this to the amount of the payment
- 3 - Click Save

Payment Worksheet Application

Deposit Unit: 8860 Deposit ID: 48 Payment ID: AR-REIMBURSEMEN Payment Sequence: 1
 Payment Accounting Date: 04/12/2016 Payment Currency: USD

Item Action
 Entry Type: Pay An Item Reason:

Item Display Control
 Display: All Items Go

Row Selection
 Choice: Select Range of Items Range: Go

Row Sorting
 Sort All By: Item Go

Item List Personalize Find View All 1 of 1 Last

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	
	1	1 <input checked="" type="checkbox"/>	2 324,449.92	USD	CALS201508		8860	DEPT75020	PY			<input type="checkbox"/>		+ -

Add with Detail Revenue Distribution Add Conversation Letter of Credit ID:

Balance

Amount:	300,000.00	Remaining:	-24,449.92	Unearned:	0.00
Selected:	324,449.92	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs

3 Save Return to Search Refresh

In the Payment Worksheet Application:

- 1 - In the Item List, 2 line items now appear – the line item for the payment amount and a line item for the remaining balance. Do NOT select the check box for the remaining balance.
- 2 - Select Worksheet Action

Payment Worksheet Application

Deposit Unit: 8860 Deposit ID: 486 Payment ID: AR-REIMBURSEMEN Payment Sequence: 1
 Payment Accounting Date: 04/12/2016 Payment Currency: USD

Item Action
 Entry Type: Pay An Item Reason:

Item Display Control
 Display: All Items Go

Row Selection
 Choice: Select Range of Items Range: Go

Row Sorting
 Sort All By: Item Go

Item List Personalize Find View All First 1-2 of 2 Last

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Conversion Amount - Currency
	1	<input checked="" type="checkbox"/>	300,000.00	USD	CALS201508		8860	DEPT75020	PY			<input type="checkbox"/>		
	2	<input type="checkbox"/>	24,449.92	USD	CALS201508		8860	DEPT75020				<input type="checkbox"/>		

Add with Detail Revenue Distribution Add Conversation Letter of Credit ID:

Balance

Amount:	300,000.00	Remaining:	0.00	Unearned:	0.00
Selected:	300,000.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application 2 Worksheet Action Attachments (0) View Audit Logs

Save Return to Search Refresh

In the Payment Worksheet Action:

1 - Select Create/Review Entries

FI\$Cal auto-generates the accounting entries based on the billed AR

Payment Worksheet Action

Deposit Unit: 8860

Deposit ID: 486

Payment ID: AR-REIMBURSEMEN

Entered Date: 04/12/2016

Status: Do Not Post

Worksheet Action

Delete Worksheet

Delete Payment Group

Posting Action

Accounting Entry Action

1 Create/Review Entries

Worksheet Selection

Worksheet Application

Worksheet Action

Save

Return to Search

Notify

The below screen will appear with the system generated entries.

- 1 - Click View All to see all distribution lines
- 2 - Click Save
- 3 - Click Return To Previous Panel

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾ > Create Worksheet > Update Worksheet >

Finalize Worksheet > Deposit Accounting Entries

Payment Control | Accounting Entries

Deposit Unit: 8860 Deposit ID: 486TRN Payment ID: AR-REIMBURSEMEN

Accounting Entries Find | View All First 1 of 1 Last

Item ID: CALS201508 Li... Entry Type: PY Reason:
 Bus. Unit: 8860 Customer: DEPT750200 SubCust1:
 Amount: -300,000.00 Currency: USD SubCust2:

Accounting Entries: Complete

Distribution Lines Personalize | Find | View All | First 1-2 of 2 Last

ChartFields | Currency Details | Additional Details | Journal Reference Information

Line	GL Unit	*Type	Amount	Approp Ref	Fund	ENY	Account	Alt Acct	Program
100	8860	AR	-300,000.00	001	0001	2015	1240000	0000000000	6785019
5001	8860	Cash	300,000.00		0001		1109300	9999999999	

Lines: 2 DR: 300,000.00 Currency: USD CR: 300,000.00 Currency: USD Net: 0.000

Save | Return to Search | Notify

Return To Previous Panel

In the Payment Worksheet Action:

1 - Select Save

Submit the Bank Deposit Report of Collection and supporting documents to the AR Payment Approver to approve the deposit. See AR14 - Approve Collection – Billed AR

Payment Worksheet Action

Deposit Unit: 8860 Deposit ID: 486 Payment ID: AR-REIMBURSEMEN

Entered Date: 04/14/2016 Status: Do Not Post

Worksheet Action

Delete Worksheet

Delete Payment Group

Posting Action

Accounting Entry Action

Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

1

Save

Return to Search

Notify